



DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAENVIRHLTHCENINST 7400.1C
RM

6 APR 2001

NAENVIRHLTHCEN INSTRUCTION 7400.1C

Subj: CIVILIAN TIMEKEEPING PROCEDURES – RECORDING AND REPORTING
ATTENDANCE/LEAVE OF CIVILIAN EMPLOYEES – REQUESTING AND
AUTHORIZING OVERTIME AND COMPENSATORY TIME

Ref: (a) DOD Financial Management Regulation, Vol 8, Chapter 5
(b) DOD Financial Management Regulation, Vol 8, Chapter 2
(c) SECNAVINST 7000.11C
(d) NAVCOMPT Manual, Vol. 3, Section 033000.6

Encl: (1) Authorized Hours of Work
(2) Time and Attendance Report, NEHC Form 7400/1 (03/01)
(3) Preparation of Timesheets

1. Purpose. To establish policies and procedures for scheduling work, documenting work hours, and requesting and granting various types of leave and absences for civilian employees of Navy Environmental Health Center (NAENVIRHLTHCEN).

2. Cancellation. NAENVIRHLTHCEN 7400.1B

3. Scope. This instruction applies to NAENVIRHLTHCEN. Field Activities will ensure timekeeping procedures are established and maintained.

4. Background. References (a) through (c) establish policies and procedures for civilian timekeeping and various types of leave and absences for civilian employees. Enclosures (1) through (3) provide procedures, format, and codes used for preparing timesheets. The Defense Finance and Accounting Service (DFAS) – Operating Location (OPLOC), Pensacola, FL, is the payroll office for NAENVIRHLTHCEN.

5. Hours of Work

a. Normal business hours are from 0600 to 1800, Monday through Friday. Enclosure (1) outlines the various work schedules available to civilian employees and the enrollment procedures.

b. Overtime/compensatory time will be avoided whenever practical and, except in emergencies, will be approved in advance. When advance approval is precluded due to the situation, written approval will be obtained no later than the first normal working day after the work has been performed; the respective Director/Deputy Director must direct work.

6 APR 2001

Overtime/compensatory time will be restricted to cases of real necessity or where a clear economic benefit exists. References (a) through (c) provide the requirements and guidance for controlling overtime and compensatory time.

c. Credit hours may be worked only by employees covered by Flexible Work Schedule (FWS) programs. Credit hours are distinguished from overtime hours in that they are not officially ordered and approved in advance by management. Reference (a) limits the number of credit hours an employee may carry over from a biweekly pay period to a succeeding biweekly pay period to 24 hours for a full-time employee.

6. Recording Time and Attendance. The NAVENVIRHLTHCEN Time and Attendance Report, enclosure (2), will be used to record time and attendance for those employees who work a maxiflex schedule. The assigned timekeeper for these people will maintain the Time and Attendance Report for each employee. The Time and Attendance Report will be used by the timekeeper to prepare the timesheet. Time and attendance reports are not required for those people who are not on the maxiflex schedule. The timesheet, indicating a fixed work schedule, satisfies the requirement of reference (b), for a time and attendance report. The timekeeper will prepare timesheets in accordance with enclosure (3).

7. Timesheet Certification Authorization. NRFC 7420/68 will be used to designate personnel authorized to certify timesheets. The Comptroller/Acting Comptroller is required to sign these authorizations to indicate delegation of authority to certify timesheets. Resource Management (RM) Directorate will maintain a file of timesheet certification authorizations. This file will be updated as required but not less frequently than annually in June.

8. Leave Requests. Leave must be requested and approved/disapproved on SF71, Application for Leave. A properly submitted SF71 must account for all leave recorded on the timesheet. Completed SF71s will be attached to the timesheet for the applicable pay period. Enclosure (3) provides instructions for recording leave to timesheets. All leave will be taken in fifteen-minute increments. Leave requests will normally be submitted at least one day in advance of the day leave is desired. Sick leave may be taken for periods required for medical attention; illness of employee, to provide care for a family member due to illness or medical treatment (Family and Medical Leave), and to make arrangements necessitated by the death of a family member or attend the funeral of a family member (Family Friendly Leave). Normally, an employee will not take an entire day's sick leave for a scheduled medical appointment. Family and Medical Leave and Family Friendly Leave are explained in enclosure (3).

9. Overtime/Compensatory Time. When overtime/compensatory time is required, the requestor will prepare an Overtime/Compensatory Time Request and Authorization (NAVCOMPT Form 2282) and forward to the Comptroller/Acting Comptroller via his/her Chain of Command for approval/disapproval prior to working the proposed overtime/compensatory time. The use of overtime/compensatory time will be controlled in compliance with references (a) and (b). When requesting compensatory time, the number of hours currently on the books must be recorded on

6 APR 2001

the request. When overtime/compensatory time is approved, the NAVCOMPT Form 2282 will be returned to the requesting Directorate's timekeeper. The approved request is to accompany the timesheet on which the overtime/compensatory time is recorded.

10. Action

a. Resource Management Directorate will:

- (1) Oversee the responsibility of the timekeeping/payroll function.
- (2) Prescribe the format and procedure for the work schedule submission.
- (3) Receive the work schedules for each Director and make appropriate changes to the civilian payroll system.
- (4) Receive signed timesheets with supporting leave requests and documentation. Send completed timesheet information to the Defense Civilian Payroll System electronically.
- (5) Retain the timesheets, corrected timesheets, SF71s, NAVCOMPT 2282s, and any related documentation. These records will be retained until the General Accounting Office or Naval Audit Service has performed an audit or for six years and three months, whichever occurs first. These records are to be readily available for audit or internal review purposes.
- (6) Maintain the Leave Availability Report.

b. Directors will:

- (1) Ensure strict compliance with the provisions of this instruction. Ensure all personnel responsible for preparing or certifying time and attendance records are familiar with this directive and the provisions of references (a) through (c).
- (2) Ensure their directorate is adequately staffed with appropriate representatives from 0700 to 1630 to effectively perform assigned responsibilities of their services.
- (3) Maintain a current work schedule for personnel within their directorate.
- (4) Submit a schedule of all employees for each quarter to the Director for Resource Management no later than the first calendar day of the month preceding the new quarter.
- (5) Ensure that all personnel responsible for preparing or certifying time and attendance records are familiar with this directive and the provisions of references (a) through (c). Certifying officials authorized to sign timesheets will ensure adequate surveillance of the time and attendance of employees for whom they certify timesheets, as well as procedural compliance with

6 APR 2001

reference (b) and enclosure (3). Certifying officials must certify timesheets for those employees in their direct chain of command. If an official is unavailable to approve a timesheet, the next certifying official up the chain of command must certify the timesheet.

(6) Appoint primary and alternate timekeepers for their areas of responsibility.

c. Supervisors:

(1) Are responsible for assuring proper and adequate time accounting, providing adequate surveillance of hours worked, and taking adequate steps to ensure data recorded to timesheets are accurate.

(2) Will schedule employees to ensure adequate staff are present to perform the required work. This includes establishing work hours and scheduling leave.

(3) Monitor the Leave Availability Report maintained by RM which will assist in verifying and controlling the recording of leave usage/accrual and compensatory time usage/accrual.

d. Time and Attendance Clerks will:

(1) Maintain timekeeping records by ensuring timesheets are completed accurately and ensuring they are signed in accordance with reference (b) and as delineated in enclosure (3).

(2) Deliver signed timesheets to RM with supporting leave requests, any supporting documentation, and approved overtime/compensatory time requests for their Directorate by the close of business the last Thursday of the pay period or as otherwise directed in specific instances.

d. NAVENVIRHLTHCEN shall conduct an annual review of timekeeping procedures in accordance with reference (d) to ensure compliance with applicable law, regulations, policies, procedures, and sound management practices.



D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5214.2P)

List V (All NAVENVIRHLTHCEN Personnel)

6 APR 2001

AUTHORIZED HOURS OF WORK

1. Purpose. To prescribe authorized work hours, provide information, and establish policy and procedures for implementing voluntary Alternate Work Schedule (AWS) for employees of the Navy Environmental Health Center, Norfolk, VA.

2. Definitions

a. Alternate Work Schedule. Term used to describe either flexible or compressed work schedule as originally defined in the Federal Employees Flexible and Compressed Work Act of 1978.

b. Compressed Work Schedule. A schedule that enables a full-time employee to work 80 hours per pay period in less than 10 workdays or a part-time employee to work a scheduled requirement of less than 80 hours in less than 10 workdays. Under a compressed schedule, the daily time of arrival and departure are regular and set for a specified period, usually not less than a calendar quarter. The days off among participating employees are also regular and set for a specified period of time, usually not less than a calendar quarter, at the discretion of management to ensure that mission requirements are met.

c. 5-4-9 Plan. A compressed work schedule where, during a 10 workday pay period, employee works 8 days of 9 hours each, 1 day of 8 hours and receives 1 day off.

d. 4-10 Plan. A compressed work schedule where during a 10 workday pay period, employee works 4 days per workweek at 10 hours per day and receives a day off each week.

e. Maxiflex Plan. The employee has a basic work requirement of 80 hours biweekly. The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period and vary arrival/departure times.

f. Flexitour. That portion of the workday during which the employee has the option to select and/or vary starting and quitting times. However, the starting and quitting times are set for a specified period, usually not less than calendar quarter.

g. Flexible Hours. The employee works 8 hour days, 5 days per week but can vary starting and quitting time on a daily basis outside of the core hours.

h. Core Time. That portion of the normal workday during which employees must be present (0930 to 1430 at NAVENVIRHLTHCEN).

i. Basic Workweek. The number of hours, excluding compensatory/overtime hours, which an employee is required to work or is required to account for by leave. A full-time employee has an

6 APR 2001

80 hour biweekly basic work requirement in 8, 9, or 10 hour daily increments. For a part-time employee, the basic work requirement is the number of hours the employee must work each day in a biweekly pay period.

j. Biweekly Pay Period. The 2 week period for which an employee is scheduled to perform work.

k. Overtime Hours. For a compressed work schedule, the term "overtime hours" means any hours in excess of those specified hours which constitute the compressed schedule. For example, an employee working 10 hours per day, 4 days per week, would be entitled to overtime for hours in excess of the basic schedule for that day (i.e., hours in excess of 10) and for hours in excess of 40 in the week.

l. Credit Hours. Hours within a flexible schedule that are in excess of an employee's basic work requirement, and that the employee elects to work to vary the length of a workweek or a workday. References (a) and (b) refer. Employees working under a compressed work schedule (5-4-9 or 4-10) are not eligible for credit hours.

(1) Requirements. Only employees on consistent flexible schedules may work credit hours. Credit hours are used within the tour of duty. Credit hours shall be earned and used in the same increments as other absences with pay. The hours are in excess of the employee's basic work requirement (8 hours in a day, 40 hours in a week, or 80 hours in the biweekly pay period). Credit hours are distinguished from overtime hours in that they are not officially ordered in advance by management.

(2) Accumulation. A full-time employee may accumulate not more than 24 credit hours to be carried forward for credit against a later pay period. The 24 credit hours carried forward must be accounted for the same as other types of absences with pay. A part-time employee is limited to the credit hours to be carried forward on a pro rata basis. For carry-over purposes, a part-time employee may carry over credit hours from one biweekly pay period to a subsequent biweekly pay period, in an amount equal to 25 percent of the biweekly scheduled hours of work.

(3) Payment. The employee receives no additional pay for credit hours when these hours are credited to his or her account. Credit hours are considered a part of the basic work requirement (non-overtime work) in the biweekly pay period to which they are applied. Credit hours shall be paid at the employee's current hourly rate when an employee is no longer subject to a flexible work schedule program, transfers to another employing activity, or upon separation. For full-time employees not more than 24 accumulated credit hours can be paid. For part-time employees, credit hours that are not more than 25 percent of such employee's biweekly scheduled hours can be paid.

(4) Entitlement. An employee shall not use credit hours to increase the entitlement to overtime pay. An employee shall not be paid Sunday pay or holiday pay for credit hours.

6 APR 2001

Whether an employee is entitled to night pay for credit hours on the workday in which taken depends on the rules for night pay. Credit hours shall be considered daytime hours whenever possible.

m. Authorized Absence. Approved time off during an employee's basic workweek charged to the appropriate leave category, authorized compensatory time off, or an excused absence. For example, an employee working 10 hours per day, 4 days per week, who takes 1 day of annual or sick leave will be charged for 10 hours.

n. Holidays. The following days, and any other day(s) named by Congress or the President of the United States are to be treated as holidays for pay purposes and leave:

New Year's Day – 1 January
Martin Luther King, Jr. Day – third Monday of January
President's Day – third Monday in February
Memorial Day – last Monday in May
Independence Day – 4 July
Labor Day – first Monday in September
Columbus Day – second Monday in October
Veterans Day – 11 November
Thanksgiving – fourth Thursday in November
Christmas Day – 25 December

Note: When a holiday falls on a regular day off for those employees on the 5-4-9 Plan or the 4-10 Plan, the holiday schedule observance will be as follows:

(1) If the holiday is NOT on Sunday, the preceding work day is observed as the holiday.

(2) If the holiday is on Sunday, the next scheduled work day is observed as the holiday.

3. Work Schedules. The command supports participation by command civilian personnel in the AWS Program; however, participation in the AWS Program is voluntary. All requests to participate in AWS must be approved by the employee's Director. If an employee does not wish to participate, he/she will continue to work his/her normal 8 hours per day, 40 hours per workweek. Flexitour participants are permitted by the Commanding Officer; the working hours will be limited to the following: from 0600 through 1430, from 0700 to 1530, from 0730 through 1600, from 0800 through 1630, from 0830 through 1700 and from 0900 through 1730.

a. Written requests for changing staggered working schedules may be submitted quarterly to the Director for Resource Management via the appropriate Director no later than the first calendar day preceding the new quarter.

6 APR 2001

b. Compressed Work Schedule (CWS) Entry/Exit. An employee may enroll or withdraw from the CWS Program once every calendar quarter. The schedule for participating civilian employees will be as follows:

(1) Each employee will work 80 hours per pay period. Lunch periods will be 30 minutes. An optional 60 minute lunch period may be authorized provided the additional 30 minutes is added to the workday. Lunch periods are non-duty, non-paid periods.

(2) Each employee may request to participate in a 5-4-9, a 4-10, or a staggered 8 hour work schedule between the hours of 0600 hours to 1800 hours.

(3) The scheduled day off for each employee must be taken within the pay period for which it is scheduled. Days off may not be accumulated across pay periods in a compressed work schedule.

(4) Supervisors will review schedules to ensure that there is no adverse impact upon mission requirements by staff members participating in the AWS.

(5) When assigned to Temporary Additional Duty (TAD), the employee will work the normal duty hours of the activity to which he/she is TAD or will work a normal tour of duty as established by the Base Commander. Employees going TAD in a maxiflex status traveling directly from home to the airport; work hours begin when the employee arrives at the airport (CONUS travel no more than one hour before flight time; OCONUS travel no more than two hours before flight time), or at the point in time when traveling to the airport exceeds their normal drive time to work.

c. Flexible Work Schedule (FWS) Entry/Exit. An employee may enroll or withdraw from the FWS Program once every calendar quarter.

(1) Each employee will work 80 hours per pay period. Lunch periods will be 30 minutes. An optional 60 minute lunch period may be authorized provided the additional 30 minutes is added to the workday. Lunch periods are non-duty, non-paid periods.

(2) Civilian employees may work longer or shorter hours including credit hours on any given workday without taking leave or being paid overtime, as long as their basic biweekly work requirements are met. By electing to work hours in excess of their tour of duty, employees may also complete the biweekly basic work requirements in fewer than 10 workdays without being paid overtime or being charged leave for the nonworkdays.

(3) Supervisors will review schedules to ensure that there is no adverse impact upon mission requirements by staff members participating in the AWS.

6 APR 2001

(4) When working a Flexible Work Schedule, Holiday Leave will not exceed 8 hours. Up to 8 hours per day of Administrative Leave will be granted when required not to exceed a total of 8 hours of time worked plus Administrative leave per day (i.e., employee has worked 2 hours when Administrative leave is granted for the rest of the day, only 6 hours of Administrative Leave will be granted) unless the work schedule for the pay period is scheduled in writing prior to the beginning of the pay period.

(5) When assigned to Temporary Additional Duty (TAD), the employee will work the normal duty hours of the activity to which he/she is TAD or will work a normal tour of duty as established by the Base Commander. Employees going TAD in a maxiflex status (also referred to as a Flexible Work Schedule) traveling directly from home to the airport; work hours begin when the employee arrives at the airport (CONUS travel no more than one hour before flight time; OCONUS travel no more than two hours before flight time), or at the point in time when traveling to the airport exceeds their normal drive time to work.

6 APR 2001

NAME					I CERTIFY THIS SHEET ACCURATELY REFLECTS MY TIME AND ATTENDANCE: EMPLOYEE SIGNATURE				
PAY PERIOD:									
NORMAL ARRIVAL:		DEPARTURE:							
LUNCH PERIOD:		TO:							
DAY	DATE	LEAVE HRS	TYPE	TIME IN	INITIALS	TIME OUT	INITIALS	COMP/OVER HRS	TYPE
SUN									
MON									
TUE									
WED									
THU									
FRI									
SAT									
DAY	DATE	LEAVE HRS	TYPE	TIME IN	INITIALS	TIME OUT	INITIALS	COMP/OVER HRS	TYPE
SUN									
MON									
TUE									
WED									
THU									
FRI									
SAT									

6 APR 2001

PREPARATION OF TIMESHEETS

1. Recording Time and Attendance. Pre-printed timesheets are provided for all civilian employees. (See Attachments A and B). They are distributed by the payroll liaison in Resource Management to the timekeeper in each Directorate. The following general rules apply:

a. Maxiflex Plan. Employees under this plan must enter the number of hours worked everyday in the row labeled "TOUR."

b. All Other Work Schedules. Employees under all other work schedules will have their work schedules pre-printed on the timesheet.

c. Posting-Time and Attendance. In all cases, the following rules apply:

(1) All entries on the timesheet should be legibly handwritten in blue ink. When there is a deviation to the pre-printed schedule, mark through the pre-printed schedule at the top of the timesheet with a "red" diagonal line to indicate a change to the schedule.

(2) Only deviations to the pre-printed schedule should be recorded on the timesheet. For those employees under the maxi flex plan, all hours of work or absence should be recorded. Leave is taken in fifteen minute increments. Absent Without Leave (AWOL) is charged to the minute. (Time must be recorded on the timesheet as hundredths of hours. See Attachment C.)

(3) The "in and out" times at the bottom of the timesheet are not required if employee worked scheduled hours or if leave is taken for a full workday. The "in and out" times are required when employees work less than or more than regularly scheduled hours. Record "in and out" entries in military time.

(4) If an error is made on an entry, line through once with blue ink. Enter the correct entry and initial the entry. Correction tape, correction fluid, or erasures to alter entries are prohibited and invalidate certification.

(5) Employee is to initial the completed timesheet to indicate accuracy of the entries.

(6) Enter the appropriate labor distribution codes in the "TYPE HOUR" column. (See Attachment D).

(7) Completed timesheets are due to Resource Management, Accounting Department by close of business the last Thursday of the pay period or as otherwise directed in specific instances.

6 APR 2001

(8) Corrections to timesheets should be submitted to Resource Management, Accounting Department no later than 1200 on Monday following the end of the pay period. After this time, any changes that need to be made must be submitted on a corrected timesheet.

d. Time Certification. At the close of the pay period, the supervisor certifies each employee's attendance in the space provided. In the absence of the supervisor, the individual operating in the supervisor's capacity will certify timesheets as long as current NRFC 7420/68 is on file with Resource Management, Accounting Department. Employees cannot certify their own timesheets. Subordinates cannot certify a timesheet for supervisors. Facsimile signatures or initials are prohibited.

e. Leave and Approved Absence

(1) Approval of Leave. Supervisors or designated representatives are authorized to approve or disapprove leave other than advanced leave. Advanced leave must be approved by the Commanding Officer. Compensatory time will be used prior to annual leave unless employee would lose the annual leave. Compensatory time must be used within one year of earning it. The maximum amount of compensatory time that may be carried over into the next leave year is 160 hours.

(a) Family and Medical Leave (FML) Act. Provides a total of up to 12 administrative workweeks of unpaid leave (LWOP) during any 12 month period to take care of specified family and medical needs for employees covered by the sick and annual leave provisions of reference (a). To be entitled the employee must have completed at least 12 months federal service. Temporary or intermittent employees are not entitled to FML. An employee may elect to substitute annual, sick or educator leave, or leave made available to the employee under the Voluntary Leave Transfer Program or the Voluntary Leave Bank Program for the LWOP. The FML may be used for:

1. The birth of a son or daughter and care of the newborn; or
2. The placement of a son or daughter with the employee for adoption or foster care; or
3. The care of a spouse, son, daughter, or parent with a serious health condition; or
4. A serious health condition of the employee that makes the employee unable to perform the duties of his or her position.

The employee must provide notice of intent to take FML not less than 30 days before leave is to begin or as soon as is practicable. The NAVENVIRHLTHCEN may request medical certification for FML taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

6 APR 2001

(b) Family Friendly Leave Act. Reference (a) allows for the use of sick leave for family care or bereavement. Employees who accrue sick leave may use the total number of hours of sick leave normally accrued by that employee during a leave year for family care or bereavement purposes. A full-time federal employee may use up to 104 hours of sick leave in a year for family care or bereavement. The part-time employee or an employee with an uncommon tour of duty may use up to the number of hours of sick leave normally accrued by that employee during the leave year. The full-time employee may use 40 hours of sick leave without regard to his or her current sick leave balance. A part-time employee or an employee with an uncommon tour of duty may use the average number of hours of work in the employee's scheduled tour of duty each week. An additional 64 hours may be used if the employee maintains a balance of at least 80 hours of sick leave in his or her sick leave account. The part-time employee or an employee with an uncommon tour of duty may use an additional amount equal to twice the average number of hours of work in the employee's scheduled tour of duty.

(2) Minimum Period. Annual leave, sick leave and compensatory time shall be taken in increments of 15 minutes.

(3) Unplanned Leave. Requests for unplanned sick or emergency leave will be made to the immediate supervisor or designated representative as soon as possible but not later than two hours after the beginning of the employee's work shift.

(4) Extended Absence on Sick Leave. Absence on sick leave for more than three consecutive work days must be supported by an acceptable medical certificate or an acceptable statement by the employee as approved by the supervisor or designated representative. Request is to be submitted to the supervisor within five working days of the employees return to work.

(5) Leave Without Pay

(a) Leave without pay (LWOP) will not normally be approved for individuals that have exhausted their accrued annual leave. Employees hired into a full time position are expected to work full time. Leave should not be requested if leave is not available. Only in extremes will LWOP be granted. A documented emergency for an individual with insufficient accrued annual leave is an example of when it might be appropriate for a supervisor to approve LWOP. All requests for LWOP must be approved by the Comptroller prior to execution since LWOP will affect pay estimates and full time equivalents.

(b) All matters pertaining to payroll documentation or request for specific actions, must be forwarded to the Resource Management.

6 APR 2001

(6) Advanced Leave. Under unusual circumstances, employees may request advanced annual or sick leave with a letter to the supervisor stating the circumstances and specific dates and number of hours required. The supervisor endorses the letter recommending approval/disapproval to the Commanding Officer via the chain of command and the Comptroller. If approved by the Commanding Officer, a copy of all documentation must be sent to DFAS, Pensacola, OPLOC via Resource Management, Accounting Department.

(7) Application for Leave. Employees must submit a signed Application for Leave (SF71) for all leave. Supervisors are responsible for maintaining compliance. SF71s are to be submitted with timesheets.

EMPLOYEE ID		BLK/GRP		ACT		ORG		EMPLOYEE NAME				PLT ROT		PERIOD ENDING		SEQ NO													
123456789		0001		68546		GENV		DOE JANE A						08/02/04		00009													
STD JON] 6854673000U										HRS WORK		0730-1600																	
AWS		SUN		MON		TUE		WUE		THR		FRI		SAT		SUN		MON		TUE		WED		THR		FRI		SAT	
TOUR				8 0		8 0		8 0		8 0		8 0						8 0		8 0		8 0		8 0		8 0		8 0	
TYP/SFT				RG		RG		RG		RG		RG						RG		RG		RG		RG		RG			
GRADED ND																													
JOB ORDER NUMBER				TYPE HOUR		WEEK		SUN		MON		TUE		WED		THR		FRI		SAT		INIT							
				LA		1				3																			
						2																							
				CT		1								3 5															
						2																							
				LS		1																							
						2				2																			
						1																							
						2																							
						1																							
						2																							
						1																							
						2																							
						1																							
						2																							
REG				OT		COMP		HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV							
IN		OUT		IN		OUT		IN		OUT																			
SUN																													
MON		0730		1300																									
TUE																													
WED		0730		1230																									
THU																													
FRI																													
SAT																													
SUN																													
MON																													
TUE		0930		1600																									
WED																													
THU																													
FRI																													
SAT																													
REMARKS:																													
CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.																													
AUTHORIZED SIGNATURE																													

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED END OF REPORT

Attachment A

EMPLOYEE ID		BLK/GRP		ACT		ORG		EMPLOYEE NAME				PLT ROT		PERIOD ENDING		SEQ NO													
234567891		0001		68546		GNM2		BOND JAMES N						02/02/04		00012													
STD JON J 6854673000U										HRS WORK		0700-1530																	
AWS		SUN		MON		TUE		WUE		THR		FRI		SAT		SUN		MON		TUE		WED		THR		FRI		SAT	
TOUR				5 75		9 0		8 5		10 5		8						4 25		9 5		9 5		9 75		5 25			
TYP/SFT				RG		RG		RG		RG		RG						RG		RG		RG		RG		RG			
GRADED ND																													
JOB ORDER NUMBER				TYPE HOUR		WEEK		SUN		MON		TUE		WED		THR		FRI		SAT		INIT							
				RG		1				5 75		9 0		8 5		10 5													
						2						9 5		9 5		9 75													
				LA		1												8											
						2				4 25																			
				LS		1																							
						2												5 25											
						1																							
						2																							
						1																							
						2																							
						1																							
						2																							
						1																							
						2																							
REG		OT		COMP		HOL		SUN		2ND		3RD		ND		E/H		LV		NP/LV									
IN		OUT		IN		OUT		IN		OUT																			
SUN																													
MON		TAD																											
TUE																													
WED																													
THU																													
FRI																													
SAT																													
SUN																													
MON																													
TUE																													
WED																													
THU																													
FRI																													
SAT																													
REMARKS:																													
CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.																													
AUTHORIZED SIGNATURE																													

Attachment B

6 APR 2001

MINUTES TO HUNDREDTHS CONVERSION CHART

MINUTES	HUNDREDTHS EQUIVALENTS	MINUTES	HUNDREDTHS EQUIVALENTS
:01	.02	:31	.52
:02	.03	:32	.53
:03	.05	:33	.55
:04	.07	:34	.57
:05	.08	:35	.58
:06	.10	:36	.60
:07	.12	:37	.62
:08	.13	:38	.63
:09	.15	:39	.65
:10	.17	:40	.67
:11	.18	:41	.68
:12	.20	:42	.70
:13	.22	:43	.72
:14	.23	:44	.73
:15	.25	:45	.75
:16	.27	:46	.77
:17	.28	:47	.78
:18	.30	:48	.80
:19	.32	:49	.82
:20	.33	:50	.83
:21	.35	:51	.85
:22	.37	:52	.87
:23	.38	:53	.88
:24	.40	:54	.90
:25	.42	:55	.92
:26	.43	:56	.93
:27	.45	:57	.95
:28	.47	:58	.97
:29	.48	:59	.98
:30	.50	:60	1.00

6 APR 2001

TYPE HOUR CODES

<u>CODE</u>	<u>DEFINITION</u>
RG	Straight time pay for graded employees regardless of scheduled hours worked.
OS	Scheduled overtime worked by graded and upgraded employees. This overtime must be scheduled in advance as defined in Title 5, U. S. Code. Graded employees' night differential, if appropriate, is payable on scheduled overtime.
HG	Holiday pay for graded employees who work on the holiday.
LA	Annual leave. This code can also be used for advanced annual leave.
LS	Sick leave
LC	Court leave (includes jury duty)
LG	Advanced sick leave
LH	Holiday leave
LM	Military leave
LN	Administrative leave
LT	Absence because of a traumatic injury covered under the provisions of continuation of pay (COP)
LU	Date of traumatic injury
LY	Time-off award leave
KA	Leave without pay (LWOP)
KB	Suspension
KC	Absent without leave (AWOL)
CE	Compensatory time earned
CT	Compensatory time taken
CD	Credit hours earned
CN	Credit hours taken